



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION
Procurement Division
402 West Washington Street, Room 468
Indianapolis, Indiana 46204
www.in.gov/idoa/proc
317.233.3105

Date: June 11, 2009

To: All Potential Respondents to RFP-9-63

From: Shelley Harris, Manager

Re: Addendum 2, Changes to Scope of Work

The following change should be made to the RFP:

1.14 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one Respondent for the DSP ~~Internet~~ presentation format **and video format** that we are seeking to fulfill the requirements in this RFP. The state will not entertain joint bids.

The following change applies to all sections of the RFP:

Upon further review, the BMV has determined there is no legal requirement that the DSP be offered in any language other than English. Therefore, a Spanish version is not required in this RFP for the Basic Driver Safety Program (BDSP) or any optional curriculum. If a respondent wishes to provide a Spanish curriculum it will be considered an optional curriculum. The BMV may award additional points for a Spanish version of the BDSP. Respondents who wish to offer a non-English language DSP should include that in their response as an optional curriculum. Respondents who wish to offer another language as an optional curriculum should provide a statement of commitment in their response that they will provide a specific language upon contract award.

References to "Workbook format" should be deleted from RFP in the following Sections:

- 2.4.6, number 2, page 25**
- 2.4.6, number 6, page 26**
- 2.4.6, number 7, page 26**
- 2.4.7, B, page 27**
- 2.4.7, H, page 28**

The following clarification applies to Section 2.4.1

Curriculum topics do not have to be taught in the order presented in Section 2.4.1.

The following changes apply to Section 2.4.9

2.4.9 INSTRUCTOR'S/NARRATOR'S MANUAL OVERVIEW

Applicants must provide the BMV with a detailed description of the DSP instructor's/narrator's manual(s) to be used in the preparation for the Internet and the video presentation component of the DSP. **The instructor/narrator manual must provide details on topics, discussion suggestions, references to usage of additional materials. If topics are not going to be taught in the topic order required for the instructor/narrator manual, the respondent must include a guide for the instructor and proposal evaluators to follow within the presentation procedures and/or the timeline.** The manual(s) must be organized exactly as follows:

- A. Prepared in a three (3) ring binder, two inches thick (actual measurement).
- B. It must contain the following sections which must be divided by tab dividers which are clearly marked and they are to be divided in the order listed below:
 - Course description
 - Instructor/Narrator DSP presentation procedures
 - Course timeline
 - Course topics/script, **(The topics do not have to be taught in the order listed in Section 2.4.9. Therefore, the respondent must provide a table of contents with the topic list in the order listed with the page number and paragraph reference that the topic will be found within the instructor manual. Within the instructor manual, the topics must be highlighted in a manner that is easy for the evaluators to follow.), specifically arranged in the following order):**
 1. Driver license qualifications, provisions and control procedures.
 2. A detailed description of the Indiana point system.
 3. Financial responsibility provisions.
 4. Habitual traffic violator provisions.
 5. Driver license suspensions concerns (causes and consequences).
 6. A review of current Indiana traffic laws.
 7. Rules and regulations of the roadways.
 8. Vehicle maintenance procedures.
 9. Road sign recognition and provisions.
 10. Information relative to traffic signals and controls.
 11. Information relative to lane and road markings.
 12. Consequences of speeding.
 13. Common traffic violations.
 14. Proper vehicle operation.
 15. Information relative to proper turning procedures.
 16. Information relative to stopping distances.
 17. Dangers of tailgating.
 18. Alcohol and drug concerns.
 19. Passenger restraint provisions.

20. Urban driving provisions.
21. Rural driving provisions.
22. Expressway driving concerns and provisions.
23. Passing provisions.
24. Pedestrian safety provisions.
25. Physical condition of the driver.
26. Mental condition of the driver.
27. Environmental and road conditions.
28. Right of way provisions.
29. Defensive driving techniques.
30. Information regarding proper vehicle maneuvers.
31. Aggressive driving provisions /road rage concerns
32. Information relative to blind spots.
33. Emergency provisions.
34. Information relative to special vehicles.
35. Motorcycle (driving) provisions.
36. Bicycle (riding) provisions.
37. Information relative to collisions and reporting responsibilities.
38. Information relative to driver responsibility

- C. The respective course quizzes and the final examination are specified;
- D. One (1) extra set of all handouts and exercises to be given to the ~~participates~~ **participants.**
- E. Also any supplemental material that your curriculum includes.

Applicants must follow the format as outlined in this RFP, however, you may also include in the DSP Instructor's/Narrator's Manual additional topics on the specific course. The topics, however, must be structured in an organized manner and be ~~separated by divider tabs that are~~ clearly identified and follows the information listed above. **If the respondent wishes to have more than the required 4 tabs, that will be acceptable.**

All updates to this solicitation will be made available through the State of Indiana website.

If you are unable to download this file from the web, one copy will be provided to you at your request.

Thank you for your interest in doing business with the State of Indiana.

"STRIVING FOR EXCELLENCE"

